

City of York Board of Architectural Review
Minutes
July 6, 2020
*****Virtual Meeting*****

Members present:

Chairperson Beth Bailey
Diane Hanlon
Gene Gaulin
Linda Lowman
A. Lee McLin

Members absent:

Quinn Witte
Gary Stewart

Others present:

Planning Director Breakfield
Zoning Administrator Blackston
Public Information Officer Fritz
See list of speakers

Chairperson Beth Bailey called the meeting to order at 3:03 p.m., polled each Board member individually to verify attendance and stated the following:

1. Due to the COVID-19 pandemic, York City Council adopted an emergency ordinance allowing meetings to be conducted exclusively through the use of electronic, computer-based medium.
2. The City has chosen to conduct the meeting through the use of GoToMeeting while streaming on Facebook Live.
3. She greatly appreciated the willingness of everyone to adapt to this new environment and adjust to the new format.
4. Each Board member must individually vote by voice on each Motion (yay or nay).
5. Each person on the call should be identified at the beginning of the meeting.
6. Any Board member that wishes to abstain from a vote must state the reason for such abstention. If a Board member has a conflict of interest, the Board member should state the conflict and abstain from discussion and the vote on the matter.
7. Each person should be identified before speaking.
8. Each person should mute microphone unless speaking.

The first item of business was approval of the draft Minutes from the June 1, 2020 meeting. Upon a Motion by Gene Gaulin, seconded by Diane Hanlon, the Board unanimously approved the Minutes as submitted.

The second item of business was consideration of a certificate of appropriateness (COA) application for signage at Wendy's Wellness located at 5 North Roosevelt Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.
3. The applicant was reminded of the HDCDS Chapter 8 signage guidelines.

After discussion and upon a Motion by Diane Hanlon, seconded by A. Lee McLin, the Board unanimously conditionally approved the application based on the signage remaining within the existing brick monument frame.

The third item of business was consideration of a COA application for replacement windows at 29 West Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.
3. The applicant was also advised of the HDCDS Section 7.4.3 *Windows* and 7.4.10 (provides guidance based on the elevation involved)

After discussion and upon a Motion by Gene Gaulin, seconded by Diane Hanlon, the Board unanimously conditionally approved the application stating that the windows facing West Liberty Street must be wooden.

The fourth item of business was consideration of a COA application to repair and replace the side entrance and door at 121 North Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.
3. The applicant was also advised of the HDCDS guidelines Section 7.4.2 *Entrances and Porches* and 7.4.2.09 (providing guidance regarding replacement door design and materials)

After discussion and upon a Motion by A. Lee McLin, seconded by Gene Gaulin, the Board unanimously approved the application as submitted.

The fifth item of business was consideration of a COA application for a fence for 15 Wright Avenue.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did not comply with the HDCDS.

After discussion and upon a Motion by Beth Bailey, seconded by A. Lee McLin, the Board unanimously denied the application as submitted and asked that the applicant reapply with an application that meets the Historical District Construction Design Standards.

The sixth item of business was a Preliminary Special Tax Assessment application for 121 North Congress Street.

After discussion and upon a Motion by Beth Bailey, seconded by A. Lee McLin, the Board unanimously approved the application.

The Board discussed mural standards, increasing awareness of the City's Historic District Construction Design Standards and a potential new code enforcement officer in the City.

Each of these issues will be further discussed at the next meeting.

There being no further business, the meeting was adjourned at 4:07 pm.

Respectfully submitted,

C. David Breakfield, Jr. AICP, MCP
Planning Director

cc: File, Board of Architectural Review 7/6/2020
Seth Duncan, City Manager